

## QUICK REFERENCE TIPS

Connect: 8 data bits, 1 stop bit, no parity, full duplex, terminal emulation vt100

Phone Number 800-426-3231, high speed

Main Menu

--select Opinions to download a DC Circuit opinion using one of several options

--select Records to view/download DC Circuit docket sheets or court information

--select User Options to modify default settings, leave or receive messages

--select Bulletins to view/download help information

Help information is available anywhere in the system by selecting ?.

## PROBLEMS?

1. Make sure your settings are correct as outlined above or in Hardware/Software Required.
2. Make sure you are entering your user id and password in lower case at the prompt.
3. Do you need to send a break signal to cycle our high speed modem down to a slower speed?
4. Try toggling ANSI Mode to off (under User Options).
5. Confirm your procedures for downloading in your communications software manual. ABBS can only queue the file for you to "grab".
6. Make sure that no one else in your office has changed your password and not informed you.

## ABBS/AVIS FEATURES

- ▶ DC Circuit ABBS offers docket sheets from the previous day.
- ▶ The most current version of DC Circuit opinions is available on ABBS.
- ▶ DC Circuit AVIS provides case or participant information in computer- synthesized voice format.

## AVIS

**AVIS** uses an automated voice response system to read case information directly from the court’s database in response to touch-tone telephone inquiries.

## How to Access AVIS

**Step 1:** Dial AVIS at 202-273-0926.

**Step 2:** Follow the verbal directions to access case or participant information.

**Note:** While every effort has been made to insure clarity in the synthesized voice in AVIS, there may be individual words that are not clear. As technology advances permit, the system will be updated to improve the synthesized voice responses.

United States Court of Appeals  
for the District of Columbia Circuit

333 Constitution Ave., N.W.  
Room 5423  
Washington, D.C. 20001

Clerk's Office: 202-273-0300  
PACER Billing Center: 800-676-6856

Mark J. Langer  
Clerk of Court

## PUBLIC ACCESS SYSTEMS

**APPELLATE BULLETIN  
BOARD SYSTEM (ABBS)**

**APPELLATE VOICE INFORMATION  
SYSTEM (AVIS)**

**UNITED STATES COURT OF APPEALS  
FOR THE  
DISTRICT OF COLUMBIA CIRCUIT**

## ABBS

**ABBS** is an electronic bulletin board which provides public access to D.C. Circuit opinions, docket sheets and other court records.

Opinions, docket sheets and court records can be viewed on-line or downloaded to your local system. Most items are available in both WordPerfect 5.1 and ASCII formats.

Opinions are added to the system soon after they are available to the public, 10:00 a.m. on Tuesdays and Fridays. Docket sheets provide case information from the previous day.

## Availability

**ABBS** is available 24 hours a day, 7 days a week, aside from system backup obligations. Due to a limited number of telephone lines, access is on a first come - first served basis.

## Hardware/Software Required

You need a personal computer or terminal; a modem; and a communications software package with terminal emulation and a file transfer protocol. We recommend terminal emulation of vt100 for best results.

Configure your communications software for full duplex, 8 data bits, 1 stop bit and no parity.

## Billing Information

There is a \$.60 per minute charge for access to ABBS. Contact the PACER Billing Center to set up an account and obtain a user id and password at 800-676-6856.

## How to Access ABBS

**Step 1:** Configure your communications software as specified under Hardware/Software Required.

**Step 2:** Dial the ABBS System at 800-426-3231 or 219-9600.

**Step 3:** At the login prompt, type your user id and password using lower case letters. You will be asked to enter your first and last name.

**Step 4:** Select Y or N for ANSI Terminal Control.

You should be successfully logged into ABBS at this point. The following is a description of each menu option.

## Main Menu Opinions

- A/B** Batch download today's opinions
- C/D** Batch download one or more opinions by filename
- E** See a list of today's opinions and select files for download
- F** Select opinions by case number
- G** See a list of opinions starting from a specified date
- H** Search for a particular set of characters
- I** See the date of the last opinions posted
- J** List of newly released opinions and all opinions available on ABBS

## Records

- A** Select docket sheets by case number to view or download
- B** Select docket sheets by a range of case numbers to view or download
- C** Select docket sheets by party or attorney name to view or download
- D** View or download any court notices and misc. information
- E** View or download our local rules and handbook

## Records cont.

- F** View or download the current oral argument calendar
- G** Journals - past 7 days.
- H** Pending Cases Report
- I** Frequently Asked Questions & Answers

## User Options

- A** Toggle ANSI on or off
- B** Toggle to view the long or short opinion descriptions
- C** Toggle to expert or novice mode; you will not be asked to confirm a selection by case number in expert mode
- D** Change password
- E** Review your billing history
- F** Leave a comment to the system operator
- G** Receive a message from the system operator
- H** View the new user message
- I** View the initial welcome message

## Selecting Files to Download/View

When viewing a listing of available files, you can select files to view or download. To select a file, enter the corresponding letter from the far left column. To select more than one file on a screen, enter the letters consecutively, i.e. abcd. Ctrl-K at any time for download/viewing options.

## Help Information

Help information can be found by selecting Bulletins from the Main Menu. You can view or download help\_doc. Also, help screens are available to you at any place in ABBS by selecting ?.

When viewing a document, the following commands will help you navigate through the information. This information is also available by selecting ? when viewing a document.

## View Help

- Enter displays the next screen
- + displays next screen, +4 moves ahead 4 screens
- displays previous screen, -2 moves back 2 screens
- 1/t/T move to top of file
- \$/b/B move to bottom of file
- l/L move forward 1 line, +3l moves forward 3 lines
- l/-L move back 1 line, -5l goes back 5 lines
- 25l/25L move to line 25
- f/F find test, prompts for test to find then searches forward
- g/G go find again, search for test from last Find command
- n/N or q/Q quit to next file if more, quit viewing if no more
- Ctrl-K quit viewing NOW